

Title: **Accession Log Book**

RDA Number: 92682

Description:

This records series contains the accession log for incoming specimens (NRS 561.305, 1991). The log is used to assign an accession number for the specimen. The log sheet contains the accession number, date, submitter, owner name, animal type, and test desired, and is used for reference.

Authorized Retention and Disposition:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.

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Title: **Apiary Test Record File**

RDA Number: 92684

Description:

The record series contains the official test results of the diagnosis of infectious, contagious, and parasitic disease of bees (NRS 561.305(2), 1991) as necessary under the provisions of NRS 552.085 to 552.310, inclusive.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following date of report of findings (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

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Title: **Brucellosis Test Record File**

RDA Number: 92685

Description:

The record series contains the official results of diagnostic testing for brucellosis under the provisions of NRS 561.305(1), 1991, and NAC 571.340 to 571.370, inclusive.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following date of report of findings (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

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Title: **Disease Incident Report - Annual**

RDA Number: 92689

Description:

This records series contains the Annual Disease Incident Report prepared by the Animal Disease Laboratory of the Division of Animal Industry (NRS 561.305, 1991).

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years; transfer the original copy to Division of Archives and Records for preservation in the State Archives.

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**Title: Equine Infectious Anemia Test Record File**

**RDA Number: 92686**

**Description:**

The record series contains the official results of diagnostic testing for equine infectious anemia under the provisions of NRS 561.305(1), 1991, and NAC 571.380 to 571.410, inclusive.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following date of report of findings (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

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**Title: Owners File**

**RDA Number: 92683**

**Description:**

The record series contains a complete file of information pertaining to samples/specimens submitted for the diagnosis of infectious, contagious and parasitic diseases of animal species under the provisions of NRS 561.305 & 571.120, 1991; and NAC Chapter 571. The file may contain: (1) accession number, (2) specimen submission forms, (3) submitter/owner information, (4) species and number of specimens, (5) history and symptoms, (6) disease or condition suspected, (7) postmortem examination findings, (8) laboratory results (microbiology, serology, etc.), and (9) related correspondence and similar material.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendars years following date of report of findings (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

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**Title: Plague Test Record File**

**RDA Number: 92687**

**Description:**

The record series contains the official results of diagnostic testing for plague under the provisions of NRS 561.305(1), 1991.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following date of report of findings (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

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**Title: Rabies Test Record File**

**RDA Number: 92688**

**Description:**

The record series contains the official results of diagnostic testing for rabies under the provisions of NRS 561.305(1), 1991.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following date of report of findings (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

Animal Industry. Division of  
Animal Health Program

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**Title: Cattle and Swine Herd Files****RDA Number: 92672**Description:

This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991; 9 CFR Parts 1-167; and NAC Chapter 571. The file may contain: (1) permit for importation of cattle or swine into Nevada; (2) certificate of veterinary inspection; (3) brucellosis test record; (4) brucellosis vaccination record; (5) tuberculosis test record; (6) livestock hold order; (7) livestock quarantine order; (8) quarantine and/or livestock hold order cancellation/modification; (9) pseudorabies test record, and (10) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the effective date (NRS 11.190(3)(d), 1991); dispose after no longer administratively useful to the department.

**Title: Exhibition Livestock File****RDA Number: 92676**Description:

This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571 for exhibition livestock, imported into Nevada for sale, show, fairs or other public exhibitions. The file contains appropriate official health certificates and other required material for entry of that animal.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date of the permit (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

**Title: Food Waste Feeders License File****RDA Number: 92673**Description:

This record series contains the information used to license Food Waste Feeders pursuant to NRS 571.135, 1991; 9 CFR Part 166; and NAC 571.150 through 571.180. The file may contain: (1) Application for License of Food Waste Treatment Facility, (2) Food Waste Treatment Inspection Form, (3) copy of license, and (4) correspondence and related material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the expiration date (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

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Title: **Large/Small Animal and Avian Species File**

RDA Number: 92674

Description:

This record series contains the information documenting animal health compliance, pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571, which includes a variety of species: horses, mules, asses; swine; goats; sheep; dogs and cats; poultry and birds; or other species, including wild horses under the jurisdiction of the Bureau of Land Management. The file may contain: (1) Certificate of Veterinary Inspection (large animal), (2) Certificate of Veterinary Inspection for Small Animals and Avian Species, and (3) related material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the effective date (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

Title: **Pasture to Pasture Permit file**

RDA Number: 92677

Description:

The record series contains the Request for Animal Health Pasture to Pasture Permit, and related material, which is valid for one pasture to pasture movement only and is restricted to the cattle, time period, and premise described.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the expiration date of the permit (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

Title: **Rodeo Animals File**

RDA Number: 92675

Description:

This record series contains the information documenting animal health compliance pursuant to NRS Chapter 561; 571.130; 571.210, 1991, and NAC Chapter 571 for livestock use in a rodeo. The file may contain: (1) Certificate of Veterinary Inspection, (2) entry permit, (3) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the expiration date of the permit (NRS 11.190(3)(d), 1991); dispose of after no longer administratively useful to the department.

**Title: Brand or Mark Recording File****RDA Number:** 92701Description:

This record series contains information used to record brands or marks, including temporary, pursuant to NRS 564.010 to 564.150, inclusive, 1991. The file may contain: (1) Livestock Brand Recording Applications, (2) Brand Recording Authorization, (3) Affidavit for Distinct and Separate Livestock Unit, (4) Livestock Security Agreement; and (5) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of five (5) calendar years following the expiration date (NRS 564.120, 1991); and, when no longer administratively useful to the department, transfer inactive files to the Division of Archives and Records for appraisal and preservation in the State Archives.

**Title: Brand or Mark Recording/Transfer Log****RDA Number:** 92700Description:

This record series contains logs used to assign control numbers to applications for brand or mark recording and transfer of brand ownership. The log sheet contains: control number; name of brand owners; date received; date recorded; and related information.

Authorized Retention and Disposition:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as useful to the department.

**Title: Brand or Mark Rerecording File****RDA Number:** 92702Description:

This record series contains the Brand Renewal Notice used to rerecord brands or marks pursuant to NRS 564.010 to 564.150, inclusive, 1991.

Authorized Retention and Disposition:

Retain for a minimum period of five (5) calendar years following the expiration date (NRS 564.120, 1991); dispose of after no longer administratively useful to the department.

**Title: Brand or Mark Transfer File****RDA Number:** 92703Description:

This record series contains information used to transfer brands or marks pursuant to NRS 564.010 to 564.150, inclusive (1991). The file may contain: (1) Livestock Brand Bill of Sale and/or Transfer of Title, (2) supporting legal documents, (3) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of five (5) calendar years following the effective date (NRS 564.120, 1991); when no longer administratively useful to the department transfer to the Division of Archives and Records for appraisal and preservation in the State Archives.

Title: **Livestock Brand and Mark Card File**

RDA Number: 92704

Description:

This record series contains the Livestock Brand Cards (3 x 5) maintained pursuant to NRS 564.010 to 564.150, inclusive, 1991. The card contains: owner information; brand or mark name; a drawing (exact, except as to size); notation if lost to record with date; and similar information.

Authorized Retention and Disposition:

Retain in the legal custody of the department as long as administratively useful, and then transfer inactive records to the Division of Archives and Records for preservation in the State Archives.

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Title: **Special Permit File**

RDA Number: 92706

Description:

This record series contains the information used to issue special permits pursuant to NAC 565.030, 1991. The files include applications submitted with supporting documentation for: (1) pasture to pasture permit (intrastate), (2) special ranch permit, (3) extraordinary permit, (4) annual horse transportation card, (5) lifetime horse permit, and (6) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following expiration date (NRS 11.190(3)(d), 1991); and then dispose of after no longer useful to the department.

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Title: **Special Permit Log**

RDA Number: 92705

Description:

This record series contains the log used to assign control numbers to requests for special permits, e.g., pasture to pasture permit (intrastate); special ranch permit; extraordinary permit; and similar material. The log sheet may contain: (1) control number, (2) name of applicant, (3) date of expiration, and (4) similar information.

Authorized Retention and Disposition:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain the information in the data base as long as useful to the department.

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**Title: Astray Animal Report File****RDA Number: 92710**Description:

This record series contains reports of livestock running at large upon public or private lands in Nevada whose owner is unknown (NRS Chapter 569, 1991). The file may contain: (1) Astray Report, (2) Notice of Seizure, (3) Appointment of Keeper, (4) astray checklist/worksheet, (5) notice of astray animal, (6) financial information, and (7) related correspondence and similar information.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of after no longer useful to the department.

**Title: Astray Animal Report Log****RDA Number: 92709**Description:

This record series contains the log used to assign control numbers to astray animal reports. The log contains: control number; date received; seizure number; description of animal; name of keeper; brand/location; sale date; and similar information.

Authorized Retention and Disposition:

Retain log sheets as long as administratively useful to the department.

**Title: Brand Inspection Certificate File****RDA Number: 2003077**Description:

This record series is used to inspect brands and marks on grazing animals pursuant to NRS 565.100 to 565.170, inclusive, and NAC Chapter 565. Brand inspection includes a careful examination of each animal, details on sex of the animal, identified brands, marks and other characteristics, and is signed by an authorized agent of the department and the owner (or authorized representative). The file may also include the Auction Yard Master Sheet, Slaughter House Inspection Master Sheet, clearance certificates, related correspondence and similar documents.

Authorized Retention and Disposition:

Retain these records for ten (10) calendar years from the end of the calendar year in which the brand certificate and/or transportation permit expired.

**Title: Brand Inspection Certificate Log****RDA Number: 92707**Description:

This record series contains the log used for accountability of each Brand Inspection Certificate. The log sheet contains: book number; certificate numbers; date completed; name of district brand inspector; and similar information.

Authorized Retention and Disposition:

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.

Description:

This record series contains the reports of livestock killed on railroads and highways. The file contains: (1) Officer's Report of Livestock Killed by Railroad, and (2) Highway Kill Report.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of after no longer useful to the department.

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Brand Inspection Division

Livestock Dealer Licensing

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**Title: Livestock Dealer License File****RDA Number: 92713****Description:**

This record series contains the information used in the issuance of livestock dealer licenses pursuant to NRS 576.010 to 576.150, inclusive, 1991, and NAC Chapter 576. The file may contain separate applications on forms prescribed by the department for each class of business (broker, dealer, commission merchant, cash buyer, agent or public livestock auction operator (NRS 573.010, 1991); bond form; copies of licenses; related correspondence, and similar material.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d); and dispose of after no longer administratively useful to the department.

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**Title: Livestock Dealer License Log****RDA Number: 92712****Description:**

This record series contains the log used to assign control numbers to applications for livestock dealer licenses pursuant to NRS 576.010 to 576.150, inclusive, 1991, and NRS 575.010, 1991. The log sheet may contain: certification number; operator information; date issued; expiration date; and related information.

**Authorized Retention and Disposition:**

Retain log sheets until verification of data entry into a computerized system which permits the retrieval and reproduction of the information, and then dispose. Retain information in the data base as long as administratively useful to the department.

Brand Inspection Division

Livestock Theft Investigation

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**Title: Investigative Case File****RDA Number: 92715**Description:

This record series contains investigative case files compiled by livestock investigators in the conduct of investigations of reported or suspected cases of livestock theft, violations or irregularities. The file may contain a variety of documentation relating to the incident, such as: officer's report; voluntary statement; waiver of rights; verified theft complaint; citation and bail schedules; road checks; investigative notes; related correspondence and reports; and similar information.

Authorized Retention and Disposition:

Retain in the legal custody of the department for a minimum of three (3) calendar years after closure of case (NRS 11.190(3)(d)); and when no longer administratively useful to the department transfer inactive files to the Division of Archives and Records for appraisal and preservation in the State Archives.

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**Title: Investigative Case Log****RDA Number: 92714**Description:

This record series contains the log used to assign control numbers to livestock investigative cases. The log sheet may contain: control number; date reported; crime; victim; suspect; brand inspector; and similar information.

Authorized Retention and Disposition:

Retain log book as long as administratively useful to the department.

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Plant Industry. Division of  
Agricultural Commodities Buyer Licensing

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Title: **Agricultural Commodities Buyer's Licensing File**

RDA Number: 92603

Description:

This record series contains information used in the issuance of agricultural buyer licenses and Nevada agent's licenses for farm products pursuant to NRS Chapter 576, 1991 and NAC Chapter 576. The file may contain: separate applications on forms prescribed by the department for each class of business (broker, dealer, commission merchant, cash buyer or agent); bond form; copies of licenses; related correspondence; and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date [NRS 11.190(3)(d), 1991], and dispose of when no longer useful to the department.

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**Title: Apiary Inspection Reports**

**RDA Number:** 92607

Description:

This record series contains apiary inspection reports completed in accordance with NRS 552.160; 552.205; and 552.215, 1991.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

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**Title: Apiary Interstate Permit of Entry file**

**RDA Number:** 92606

Description:

This record series contains information used to issue permits for the importation of bees, beehives, honeycombs, or appliances into this state in accordance with NRS 552.210, 1991. The file may contain: (1) applications for entry; (2) certificate of inspection; (3) copy of apiary interstate permit of entry; (4) quarantine; and (5) similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

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**Title: Apiary Owner Registration file**

**RDA Number:** 92604

Description:

This record series contains information used for the annual registration of resident-owned apiaries pursuant to NRS Chapter 552, 1991 and NAC Chapter 552. The file may contain: (1) application for registration (NRS 552.155 and NAC 552.080); (2) certificate of inspection (NRS 552.230); (3) quarantine notice (NRS 552.160(c) and Chapter 554); (4) temporary or seasonal transportation permit (NRS 552.200 and NAC 552.020); (5) abatement order (NRS 552.160(4); and (6) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

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**Title: Apiary Serial Index Cards**

**RDA Number:** 92605

Description:

This record series contains index cards (5x 8) used to brand new hives by name and number by county pursuant to NRS 552.090, 1991.

Authorized Retention and Disposition:

Retain until verification of data entry into a computerized system which permits the retrieval and reproduction of data. Retain the information in the data base permanently, and dispose of cards when no longer useful to the department.

Title: **Cooperative Agricultural Pest Survey Field Data Work Sheet**

RDA Number: 92608

Description:

This record series contains the Cooperative Agricultural Pest Survey (CAPS) Program Field Data Sheets used for compiling statistical data in accordance with the cooperative agreement between the State Department of Agriculture and the U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) Programs (NRS 561.245). Statistical data is entered into the State CAPS Data Base which is maintained in Reno.

Authorized Retention and Disposition:

Retain until verification of data entry, and dispose of when no longer administratively useful to the department.

Title: **Cooperative Agricultural Pest Survey Program Data Base**

RDA Number: 92609

Description:

This record series contains the Cooperative Agricultural Pest Survey Program data of: (1) surveys for exotic pests which are not known to occur in the state; (2) surveys for endemic organisms of significance which are known to occur in the state; and (3) surveys which aid in export certification.

Authorized Retention and Disposition:

Retain the information in the data base permanently. Send a copy of the annual narrative report to the Division of Archives and Records for preservation in the State Archives.

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**Title: Antifreeze Registration and Sample Analysis file****RDA Number:** 92613Description:

This record series contains information used for the issuance of permits by the state sealer of weights and measures to sell antifreeze in this state pursuant to NRS 590.340 and 590.450 inclusive, 1991 and NAC 590.010 to 590.030 inclusive. The file may contain: (1) application for permit; (2) results of analysis and testing of sample (NRS 561.305(10)); (3) copies of permit to sell antifreeze, and (4) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

**Title: Commercial Fertilizers and Agricultural Minerals  
Registration File****RDA Number:** 92610Description:

This record series contains information used for the registration of each brand and grade of commercial fertilizer and agricultural mineral being offered for sale, sold or distributed in the state pursuant to NRS Chapter 588, 1991. The file may contain: (1) application for registration (NRS 588.180); (2) guaranteed analysis showing the minimum percentage and source of plant food claimed (NRS 588.180(1)(c) and .190); (3) labels or tags (NRS 588.200); laboratory analysis and test results (NRS 561.305(8)); and (5) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

**Title: Inactive Pesticide Labels****RDA Number:** 2001029Description:

When a pesticide producer has ceased production of a general pesticide or restricted-use pesticide for a minimum period of five (5) years, that pesticide is classified as inactive. This record series identifies those pesticides which have been deemed inactive, and may contain: Application for / Notification of, State Registration of a Pesticide, Specimen Label, Supplemental Labeling, Revised Labels, Product Data Sheets, Ingredient Statement, EPA Registration Number, and related correspondence of Pesticide Producer, Environmental Protection Agency, and the Nevada Department of Agriculture.

Authorized Retention and Disposition:

Retain this record series for a minimum period of Ten (10) calendar years after the date the pesticide becomes inactive, then transfer to State Archives. \* Note: Formulas of pesticides are considered privileged information and disclosure is limited by U.S.Code Title 7, section 136(h) and NRS 586.410.

Description:

This record series contains information used for the registration of every pesticide which is distributed, sold, or offered for sale within this state or delivered for transportation or transported in interstate commerce or between points within this state through any point outside this state pursuant to NRS Chapter 586, 1991 and NAC Chapter 586. The file may contain: (1) application for registration of pesticides (NRS 586.250); (2) complete copy of labeling accompanying the pesticide and statement of all claims to be made for it (NRS 586(c); (3) full description of tests made and the results (NRS 586(d); (4) special use permit (NRS 586.405); (5) application for dealer's license to sell restricted-use pesticides (NRS 586.406); (6) laboratory analysis and testing results (NRS 561.305(5); and (7) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

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Title: **Petroleum Products Sample Analysis Reports**

RDA Number: 92612

Description:

This record series contains petroleum products inspection reports done pursuant to NRS 590.010 to 590.150 inclusive, 1991. The file may contain: (1) petroleum products inspection sample collection data; (2) analysis and testing results of samples (NRS 561.305(9); and (3) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the effective date (NRS 11.190(3)(d), 1991), and dispose of when no longer administratively useful to the department.

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Title: **Egg Standardization File**

RDA Number: 92616

Description:

This record series contains documentation of the inspection of shell eggs at the retail level for compliance of grade and labeling of product as required (NRS 583.130, 1991 and NAC 583.080 through 583.201, inclusive). The file contains: (1) Nevada Department of Agriculture Egg Inspection Report, and (2) related material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the date of inspection (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Title: **Egg Surveillance and Grading File**

RDA Number: 92614

Description:

This record series contains documentation of voluntary grading of shell eggs and regulatory surveillance inspection of wholesale shell egg handlers per cooperative agreement between the Nevada Department of Agriculture and USDA Agricultural Marketing Service. The file contains: (1) Poultry Products Grading Certificate and worksheet memorandum; and (2) Shell Egg Regulatory Inspection Report.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the date of the report (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Title: **Poultry Products Inspection File**

RDA Number: 92615

Description:

This record series contains documentation of mandatory inspection of poultry products conducted per agreement between the Nevada Department of Agriculture and USDA Agricultural Marketing Service. The file contains the USDA Poultry Products Grading Certificate which includes: (1) applicant information;; (2) product site; (3) amount of material inspected; (4) grade of product; (5) temperature of product; and (6) similar information.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years after the date of inspection (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Title: **Insect Specimen Distribution Cards**

RDA Number: 92618

Description:

This record series contains 3x5 index cards depicting the distribution by county of insect specimens collected in Nevada and maintained pursuant to NRS 561.305, 1991.

Authorized Retention and Disposition:

Retain until entry into a computerized system which permits the retrieval and reproduction of the data, and retain the data base permanently. After verification of data entry, and when no longer useful to the department, transfer inactive files to the Division of Archives and Records for preservation in the State Archives.

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Title: **Insect Specimen Identification Record**

RDA Number: 92617

Description:

This record series contains insect specimen identification records ((4 x 6 multi-colored page, carbon form) maintained pursuant to NRS 561.305(4), 1991. Each record may contain: (1) assigned reference number, (2) collector information (who, where, when), (3) common name and scientific name, (4) host, (5) distribution within the state, (6) economic impact, (7) shipper, (8) remarks, and similar information.

Authorized Retention and Disposition:

Retain until entry into a computerized system which permits the retrieval and reproduction of the data, and retain the data base permanently. After verification of data entry, and when no longer administratively useful to the department, transfer inactive files to the Division of Archives and Records for preservation in the State Archives.

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**Title: General and Restricted-Use Pesticides Reports**

**RDA Number:** 92621

**Description:**

This record series contains documentation of routine inspection, investigation of violations, and enforcement activities for general and restricted-use pesticides [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.460, inclusive, and NRS 586.010 through 586.700, inclusive, 1991]. The file includes: (1) applicator use investigation reports; (2) producer establishment investigation reports; (3) manufacturer, seller, and user records inspections; and (4) related information.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following the date of the report [NRS 11.190(3)(d), 1991], and dispose when no longer useful to the department.

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**Title: Restricted-Use Pesticide Certification Examination File**

**RDA Number:** 92622

**Description:**

This record series contains examination results of applicants for restricted-use pesticide certification [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.450; and NAC 555.660 and .670]. The file may contain: (1) test application, with control number; (2) answer sheet; and (3) related correspondence and similar material.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following the date of the expiration date of certificate (NRS 11.190(3)(d); and dispose of when no longer administratively useful to the department.

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Plant Industry. Division of  
Feed Analysis Program

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Title: **Feed Analysis Report File**

RDA Number: 92623

Description:

This record series contains information pertaining to the commercial feed for livestock program pursuant to NRS 587.670 through 587.690, inclusive, 1991 and NAC 587.500 through 587.630, inclusive. The file contains commercial feed analysis reports, related correspondence and similar information.

Authorized Retention and Disposition:

Review annually discarding outdated material. Retain reports for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Plant Industry. Division of  
Junior Agriculture Loan Program

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Title: **Junior Agricultural Loan Program Applicant File**

RDA Number: 92624

Description:

This record series contains information used to process loans for the youth of Nevada for agricultural projects pursuant to NRS 561.405 and 561.425 through .465, 1991. The file may contain: (1) loan application form; (2) financial statement of applicant and cosigner; (3) request for funds; (4) summary of facts; (5) promissory note; (6) security agreement; (7) loan agreement; (7) loan data; and (8) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), and dispose after no longer useful to the department.

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Title: **Nursery Licensee File**

RDA Number: 92625

Description:

This record series contains information used to issue licenses to produce or sell nursery stock pursuant to NRS 555.235 to 555.249, inclusive, 1991. The file may contain: (1) application; (2) copy of license; (3) nursery inspection report; (4) interview notice; and (5) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date; and dispose of when no longer administratively useful to the department.

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**Title: Pest Control Applicant Examination File**

**RDA Number: 92628**

Description:

This record series contains applicant examination results for principal, operator and/or agent license for the custom application of pesticides [pursuant to NRS 555.300 and NAC 555.320 through 555.340].

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the examination date (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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**Title: Pest Control Applicant License File**

**RDA Number: 92627**

Description:

This record series contains information used to issue pest control custom applicator licenses [pursuant to NRS 555.2605 through 555.460, inclusive, 1991; and NAC 555.250 through 555.520, inclusive]. The file may contain: (1) application for business, principal, operator or agent; (2) proof of insurance; (3) documentation of incorporation; (4) proof of employment; (5) copy of license; (6) related correspondence, and similar information.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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**Title: Pest Control Applicant License Log**

**RDA Number: 92626**

Description:

This record series contains information used to assign a control number to an application and license issued to pest control operators [pursuant to NRS 555.2605 through 555.460, inclusive, 1991; and NAC 555.250 through 555.520, inclusive]. The log sheet contains: (1) name of business; (2) permanent business license number; (3) date of issue; (4) annual renewal number; (5) identification card number; (6) names of principals and operators; (7) and similar information.

Authorized Retention and Disposition:

Retain log as long as administratively useful to the department.

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**Title: Pest Control Operator Investigation/Violation File**

**RDA Number: 92629**

Description:

This record series contains documentation of routine inspection, investigation of violations, and enforcement activities of licensed custom pest control operators [pursuant to NRS 555.330(4), 1991 and NAC 555.250 through 555.280, inclusive]. The file includes: (1) inspection reports; (2) verified complaint; (3) warning notice (4) investigative reports; (5) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

Title: **Pest Control Operator Monthly Use Report**

RDA Number: 92630

Description:

This record series contains the monthly report of pest control operators submitted [pursuant to NRS 555.390, 1991 and NAC 555.410(4)].

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Title: **Wood-Destroying Pests Inspection Report**

RDA Number: 92631

Description:

This record series contains reports of wood-destroying pests submitted by pest control operators in accordance with NAC 555.430

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Title: **Plant Disease Determination Report**

RDA Number: 92632

Description:

This record series contains documentation of the diagnosis of plant diseases and disorders made pursuant to NRS 555.010 and 561.305(4), 1991.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Title: **Plant Pathology Resource Slides**

RDA Number: 92633

Description:

This record series contains resource material for plant pathology which includes photographic slides of plant diseases and disorders (fungi, nematodes, etc.), arranged by botanical grouping.

Authorized Retention and Disposition:

Retain as long as administratively useful to the department.

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Plant Industry. Division of  
Quarantines of Agriculture Commodities

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Title: **Quarantine of Agricultural Commodities File**

RDA Number: 92634

Description:

This record series contains quarantines issued by the Department of Agriculture for any agricultural commodity pursuant to NRS 554.010 through 554.240, inclusive, 1991 and NAC Chapter 554.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date; and dispose of when no longer administratively useful to the department.

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Plant Industry. Division of  
Seed Certification

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**Title: Certified Seed Registration File****RDA Number: 92635****Description:**

This record series contains field registration records pursuant to NRS 587.015 to 587.123, inclusive, 1991 and NAC 587.010 through 587.220, inclusive. The file may contain: (1) application for seed certification and renewal application; (2) permanent field certification number; (3) seed tags; (4) field inspection reports; (5) seed movement permit; (6) seed laboratory test; (6) certified seed blending permit; (7) related correspondence, and similar information.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following the expiration date; and dispose of when no longer administratively useful to the department.

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**Title: Seed Analysis Report****RDA Number: 92636****Description:**

This record series contains reports pertaining to the sampling, inspection, analysis and testing of both regulatory and certified seed samples (pursuant to the Federal Seed Act; 7 USC 1551-1661; NRS 587.081 and 561.305(7), 1991; and NAC 587.010 to 587.810). The file may contain: (1) request for seed test; (2) seed analysis report; and (3) related correspondence, and similar material.

**Authorized Retention and Disposition:**

Retain for a minimum period of three (3) calendar years following the date of the report; and dispose of when no longer administratively useful to the department.

Plant Industry. Division of  
Shipping Point Inspection

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Title: **Federal-State Inspection Certificate**

RDA Number: 92638

Description:

This record series contains inspection records pertaining to the Cooperative Agreement between the USDA-Agricultural Marketing Service and the Department of Agriculture for shipping point inspection. The file contains Federal-State Inspection Certificates and worksheets.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the certificate (7 CFR Sects. 101.36 & 1207.351 and NRS 11.190.(3)(d), 1991); and dispose of when no longer administratively useful to the department.

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Plant Industry. Division of  
Vertebrate Pest Control

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**Title: Pesticides Report For Pesticide-Producing Establishments and Poison Register****RDA Number: 92640**Description:

This records series contains reports made to Environmental Protection Agency (in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act, 7 USC Sect. 136(e) and 40 CFR Ch. 1, Part 167-9), detailing the amounts of toxicant (strychnine alkaloid paste/bait) manufactured and sold by the Department of Agriculture each year. The poison register is the record of all transactions made for restricted-use pesticides by the department.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of report (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

**Title: Vertebrate Pest Control Field Trials File****RDA Number: 92639**Description:

This records series contains protocols, results of field trials for vertebrate pest investigation and control, and related material (pursuant to NRS 555.010 and 555.021, 1991).

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

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Title: **Weed Control Distribution File**

RDA Number: 92643

Description:

This records series contains information relating to the distribution, spread and development of noxious (NAC 555.010) and injurious (NAC 555.020) weeds in the state pursuant to NRS 555.130 to NRS 555.201, 1991.

Authorized Retention and Disposition:

Retain as long as administratively useful to the department.

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Title: **Weed Herbarium Master Catalog**

RDA Number: 92641

Description:

This record series contains the master listing of specimens in the Department of Agriculture weed herbarium.

Authorized Retention and Disposition:

Retain as long as administratively useful to the department.

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Title: **Weed Program Resource Slides**

RDA Number: 92642

Description:

This records series contains resource material for the weed control program, which includes photographic slides of noxious, injurious and other types of weeds, arranged by botanical family.

Authorized Retention and Disposition:

Retain as long as administratively useful to the department.

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Measurement Standards, Division of  
Weights and Measures

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**Title: Certificates of Inspection****RDA Number:** 92645Description:

This record series contains information used to record all weights, measures, balances or other devices calibrated or tested (pursuant to NRS 581.060 and .070, 1991). The file may contain: (1) certificate of inspection for: scales, metering devices, livestock scales, motor truck and hopper scales, liquefied petroleum gas meters, truck meters and racks, etc.; (2) repair/new installation notice; (3) fee charge sheet; (4) copy of invoice; (5) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

**Title: Consumer Complaint File****RDA Number:** 92646Description:

This record series contains complaints received from consumers regarding commercial weighing and measuring devices under the provisions of NRS Chapter 581, 1991. The file may contain: (1) complaint form; (2) copy of certificate of inspection; (3) interview notice; (4) package checking report; (5) sample collection data; (6) analysis report; (7) advertisement of product; (8) related correspondence and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of resolution or closure (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

**Title: Metrology: Report of Calibrations (Federal)****RDA Number:** 92647Description:

This record series contains the report of calibration for the State of Nevada mass standards provided by the National Bureau of Standards (NRS 581.110, 1991).

Authorized Retention and Disposition:

Retain for a minimum period of ten (10) calendar years after the life of the equipment or when calibrations have been superseded; dispose of when no longer administratively useful to the department.

**Title: Metrology: Report of Calibrations (State)****RDA Number:** 92648Description:

This record series contains reports of calibration performed by the Department of Agriculture, Weights and Measures, for client devices. The file may include: (1) certificate of traceability; (2) worksheets w/calculations; (3) copy of certificate of inspection; (4) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

Description:

This record series contains registration forms for repairmen of weighing or measuring devices pursuant to NRS 581.103, 1991. Registration form is prescribed by the department.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

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**Title: Certificate of Appointment****RDA Number:** 92649Description:

This record series contains information used to appoint public Weighmasters pursuant to NRS 582.040, 1991 and NAC 582.020. The file may contain: (1) application; (2) bond requirement; (3) copy of license; (4) registration form for deputy weighmaster; (5) sample weigh ticket and all unused weigh tickets collected after termination of appointment; (6) audit findings; (7) related correspondence, and similar material.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the expiration date (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

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**Title: NDOT Contractor and DMV Highway Patrol Scales  
Inspection Report(s)****RDA Number:** 92650Description:

This record series contains highway scale inspection reports produced for the Nevada Department of Transportation and commercial enforcement scale inspection reports produced for the Nevada Highway Patrol.

Authorized Retention and Disposition:

Retain for a minimum period of three (3) calendar years following the date of the report (NRS 11.190(3)(d), 1991); dispose of when no longer administratively useful to the department.

Medical Marijuana Program

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**Title: Caregiver File****RDA Number: 2002002**Description:

This record series administers and documents the application and verification processes for designation of the primary caregiver to patients registered with the program. The files may include: Caregiver application form, copies of patient application and related documentation, copies of fingerprint cards, acknowledgement form, waiver form, copy of photo ID, and related correspondence and documentation. The designated custodian of records per NRS 52.260 is the Program Manager, Dept. of Agriculture, Medical Marijuana Program.

Authorized Retention and Disposition:

Retain documents in this record series for a minimum period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved designation as primary caregiver. This record series is classified as Confidential NRS 453A.700 and must be disposed of in accordance with NAC 239.722.

**Title: Patient Files****RDA Number: 2002001**Description:

This record series administers and documents the functions of application, investigation, registration, rejection and revocation for the program. The files may contain: application form, attending physicians statement, primary caregiver application, waiver and liability release form, acknowledgement form, copy of registration card, copy of notice of approval, copy of notice of denial, renewal forms, fingerprint card, medical history from physicians, revocation documents, change of information forms & letters, other forms and related correspondence. The designated custodian of records per NRS 52.260 is the Program Manager, Dept. of Agriculture, Medical Marijuana Program.

Authorized Retention and Disposition:

Retain documents in this record series for a minimum period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration. This record series is classified as Confidential by NRS 453A.700 and must be disposed of in accordance with NAC 239.722.

**Title: Physicians File****RDA Number: 2002003**Description:

This record series documents the verification of a physician as a licensed practitioner in Nevada by the State Board of Medical Examiners as required by NRS 453A.210 #4 . The files may contain: 'Verification of Licensure' form from the State Board of Medical Examiners and the copy of the patient application with related documentation. The designated custodian of records per NRS 52.260 is the Certification Specialist at the State Board of Medical Examiners.

Authorized Retention and Disposition:

Retain the Verification of Licensure form within this record series for a minimum period of three (3) calendar years from the expiration, rejection or revocation of an application and/or approved registration of a patient. The copy of the patient application with related documents may be purged and disposed of any time after receipt since the original is found within the Patient Files. This record series is classified as Confidential by NRS 453A.700 and must be disposed of in accordance with NAC 239.722.

# Agency Specific Records Retention and Disposition Schedule

## The Committee to Approve Retention and Disposition Schedules for Official State Records

This records retention and disposition schedule supersedes all previous versions.

This agency must also meet the requirements on the *General Records Retention and Disposition Schedules* (NRS 239.080). The most current version is available through the Records Management Program and at: <http://dmla.clan.lib.nv.us/docs/nsia/records/instruct/genrec.htm>.

### **Retention Guidelines.**

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained, per NRS 239.080, meaning records disposition must not occur before this time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events (i.e., Disposition Holds) may occur that will require a stop to disposition procedures.

### **Disposition Holds include:**

#### **Audits.**

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

#### **Investigations.**

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

#### **Litigation.**

When an agency receives notification that a lawsuit has been filed against (or in behalf of) them, they should immediately consult their legal counsel and/or the Attorney General's Office. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention Schedule or one of the General Records Retention and Disposition Schedules. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

### **Disposition guidelines.**

Most records may be disposed of by normal means, such as recycling or tossing. Some record types are identified on retention schedules as "confidential" (see NRS 239.010) or "restricted" (see NRS 239C.090). These records must be destroyed, per the guidelines identified in NAC 239.722 and, if they are in electronic format, 239.760 (4). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records per the guidelines identified in NAC 239.722 and/or 239.760. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.